

## EXHIBIT 9-M

### Construction Management Checklist: Public Facilities Construction and New Housing Construction

Date(s)	<b>1. Set up a CDBG <u>Public Facilities Construction (or New Housing Construction) Management File</u>.</b> (See Chapter 1, page 1-19.) Consult with your CDBG liaison to clarify requirements. Review <i>Section I</i> (Construction Management) of the CDBG Project Monitoring Guide (Exhibit 12-A).
	<b>2. Select engineering and/or architectural services</b> in accordance with federal/state procurement standards appropriate for competitive negotiation. ( <i>Chapter 3, Procurement Standards and Chapter 9, page 9-5 and following</i> )
	<b>3. Prepare draft design plans and specifications and bid and contract document items</b> -- including the required federal and state construction contract provisions. ( <i>Chapter 9, page 9-8 and following; and Exhibit 9-J</i> )
	<b>4. Request and receive all necessary reviews and approvals (of the plans and bid documents) from CDBG and from all other relevant funding agencies.</b>
	<b>5. Do the appropriate advertisement of bid solicitations.</b> (Chapter 9, page 9-11 and following)
	<b>6. Assure appropriate bid security procedures.</b> ( <i>Chapter 9, page 9-14 and following</i> )
	<b>7. Conduct bid openings in a proper manner and give appropriate attention to bid review procedures.</b> ( <i>Chapter 9, page 9-14 and following</i> )
	<b>8. Award construction contracts to the lowest responsible bidder within the required time -- <u>after</u> getting a debarment/eligibility review from CDBG.</b> ( <i>Chapter 9, page 9-16 and following</i> )
	<b>9. Hold a pre-construction conference -- inform the prime contractor and all subcontractors performing contract construction work of their labor standards and civil rights obligations. Invite your CDBG liaison</b> (Chapter 9, page 9-17 and following)
	<b>10. Provide the required notices when initiating construction activities.</b> ( <i>Chapter 9, page 9-18 and following</i> )
	<b>11. Monitor all contractors' activities throughout the construction period</b> -- to ensure that performance is in accord with the technical specifications and that compliance is maintained with all federal, state, and local standards and the terms of the contract(s). ( <i>Chapter 9, page 9-18 and following</i> )
	<b>12. Conduct the final inspection and file the required notices and reports with the appropriate agencies.</b> ( <i>Chapter 9, page 9-21 and following</i> )
	<b>13. Throughout the project, assure compliance with labor standards</b> (weekly payroll reviews, labor interviews, etc, as explained in <i>Chapter 6</i> ), and <b>secure CDBG and other agencies' prior approval for change orders that affect the CDBG project budget, scope of work or construction schedule.</b>
	<b>14. Record and document required Construction Management actions</b> ( <i>Chapter 9, page 9-21 and following</i> ) in your <b>Construction Management File</b> (See Chapter 1, page 1-19).